

早稲田大学理工学術院英語教育センター助教の公募について
Full-time contract Associate Professor (Jokyo) position at the Center for English Language Education in Science and Engineering, Waseda University

応募締め切り日 Application Deadline	2016年05月30日 May 30, 2016
部署 URL URL of department	http://www.celese.sci.waseda.ac.jp/
部署名 Department	理工学術院英語教育センター Center for English Language Education in Science and Engineering (CELESE)
求人内容 Content of job information	<p>[募集の説明] 理工学術院で開講している英語教育センターの英語の授業を担当できる専任教員（任期付助教）を公募します。英語教育センターの英語プログラムは大規模な統一プログラムであり、すべての授業が英語で行われています。英語プログラムについて詳しくは添付書類(CELESE English Program)をご覧ください。</p> <p>[仕事内容] 職務内容は、理工系学生対象の英語の授業と英語プログラムの開発・運営・教材作成に加え、研究および校務を含みます。</p> <p>[勤務地住所] 〒169-8555 東京都新宿区大久保3-4-1</p> <p>[募集人員] 1名</p> <p>[着任時期] 2016年09月21日(事情によっては相談に応じます。)</p> <p>[Explanation of institution and recruitment background] The Faculty of Science and Engineering is looking for applicants for a full-time contract Assistant Professor (Jokyo) position in the Center for English Language Education in Science and Engineering (CELESE), which operates a large, coordinated program for science and engineering students with English as the medium of instruction. Details of the program can be found in CELESE English Program (attached below).</p> <p>[Job details] Duties will include teaching English at undergraduate and possibly graduate level, carrying out research, performing administrative work for CELESE and the Faculty of Science and Engineering, and developing and managing the English program.</p> <p>[Address of work location and other information] 3-4-1, Okubo, Shinjuku-ku, Tokyo 169-8555, Japan</p> <p>[Number of positions] 1</p> <p>[Starting date] 2016/09/21(negotiable)</p>
勤務形態 Employment status	<p>[任期付き常勤] 助教任期 (2年、但し審査によって1年毎の更新可能、最長5年まで)</p> <p>[Contract full-time] Associate Professor (Jokyo) (2 year contract, renewable each year up to five years depending on research and educational output)</p>
応募資格 Qualifications	<p>1) 学歴：英語教育・言語学・コミュニケーションないしはそれらの関連領域において着任時までに博士の学位を有すること</p> <p>2) 求められる能力：</p> <p>a) 理工系英語プログラムの開発・運営ができる</p> <p>b) 英語を使って理工系学生対象の英語の授業が行える</p> <p>c) 業務と授業にコンピューターなどのIT機器が活用できる</p> <p>d) 日本語を使って業務が行える</p> <p>e) 英語教育・言語学・コミュニケーションないしはそれらの関連領域において優れた研究能力を有する</p> <p>3) その他：国籍は問わない</p> <p>1) Academic background: Qualified applicants should have completed a doctoral program in TESOL, linguistics, communication, or related areas by the time they assume the position.</p> <p>2) Experience and skills: Qualified applicants should be able to</p> <p>a) develop and manage an English program for science and engineering students</p> <p>b) teach English language skills to science and engineering students in the target language</p> <p>c) use computers and other equipment in teaching and administrative work</p> <p>d) use Japanese in administrative work and various committees</p> <p>e) carry out excellent research in TESOL, linguistics, communication, or related areas</p> <p>3) Other: Applicants of any nationality are welcome to apply</p>
待遇 Compensation	早稲田大学給与規定に基づく Based on Waseda University salary scale
応募・選考・結果 通知・連絡先 Application/selectio n/notification of result/contact details	<p>[応募書類]</p> <p>1) 履歴書（英語記述：書式自由、写真貼付、連絡用メールアドレス明記）</p> <p>2) 履歴書の要約（添付の Resume Summary Table を使用して下さい）</p> <p>3) 研究業績リスト</p> <p>4) 主な著書・論文（実物またはその写し3点以内）これらについては、研究業績リストの左欄外に○印をつける</p> <p>5) これまでの研究概要（英語 500 語程度）</p> <p>6) 今後の研究計画（英語 500 語程度）</p> <p>7) 理工系学生対象の英語教育についての抱負（英語 500 語程度）</p>

	<p>8) 応募者の経歴について問い合わせができる3名の方の氏名、所属、肩書、メールアドレス、電話番号</p> <p>9) 学部の卒業証明書と大学院の修了証明書(コピー可)</p> <p>10) 外国人の場合、在留カード(表・裏)のコピー</p> <p>11) 結果通知用の切手を貼付した返信用封筒(定型)</p> <p>※必ず簡易書留または宅配便とし、封筒に「英語専任教員(任期付助教)応募書類在中」と朱書してください</p> <p>※応募書類は原則として返却しません。ただし、業績の実物の返却を希望する応募者には、住所・氏名を明記した返却用封筒および必要な送料が同封してある場合にのみ、返却します</p> <p>※応募書類に含まれる個人情報は、個人情報保護法に基づき、選考以外の目的には使用しません</p> <p>※お問い合わせはメールで上野義雄宛(yueno@waseda.jp)にお願いします</p> <p>[応募書類送付先] 〒169-8555 東京都新宿区大久保3-4-1 早稲田大学理工学術院英語教育センター連絡事務室(51号館1階) 英語教育運営委員会人事委員会</p> <p>[選考方法] 一次:書類選考、二次:英語と日本語による面接。面接日は、2016年6月25日(土)、26日(日)のどちらか指定の1日です。なお、旅費は応募者の負担となります。</p> <p>[結果通知方法] 決定後、文書及びメールで応募者本人に通知します。</p> <p>[連絡先] 〒169-8555 東京都新宿区大久保3-4-1 早稲田大学理工学術院英語教育センター連絡事務室(51号館1階) 上野義雄(教授) Email: yueno@waseda.jp</p> <p>[Application method]</p> <ol style="list-style-type: none"> 1) Resume (written in English - any format accepted) with photograph and email address 2) Summary table of resume information (complete the attached Resume Summary Table) 3) List of publications 4) Main books and papers (at most three; one copy of each); Identify them with a circle in the list of publications. 5) Summary of your research to date (approx. 500 words in English) 6) Summary of your future research plans (approx. 500 words in English) 7) Summary of your ideas on teaching English to science and engineering students (500 words in English) 8) Names, affiliations, positions, email addresses, and telephone numbers of three referees who can provide information about your professional background 9) Copies of certificates of graduation from undergraduate and graduate programs 10) Copy of both sides of your alien registration card (non-Japanese nationals only - if available) 11) A self-addressed stamped envelope (e.g., Long Size 3) to inform you of the result <p>※Send the application documents by registered mail, with "Full-time Contract Assistant Professor (Jokyo) of English Applicant" written in red on the envelope.</p> <p>※Application documents will not be returned. However, if you wish to have your books returned, please enclose a stamped self-addressed envelope with the correct postage.</p> <p>※Application documents will only be used as part of the hiring process and privacy will be maintained according to the Japanese Act on the Protection of Personal Information.</p> <p>※If you have any questions, send an e-mail to Prof. Yoshio Ueno (yueno@waseda.jp).</p> <p>[Address to send application] Personnel Committee c/o Center for English Language Education Communications Office, 1st Floor, Building 51 Faculty of Science and Engineering Waseda University 3-4-1, Okubo, Shinjuku-ku, Tokyo 169-8555, Japan</p> <p>[Selection process, notification of result] Stage 1: Selection based on review of application documents Stage 2: Interview both in English and in Japanese to be held at Waseda University on June 25 (Saturday) or June 26 (Sunday), 2016. (Travel expenses will not be reimbursed). *All applicants will be notified by letter and e-mail immediately after the final decision has been made.</p> <p>[Contact details] Yoshio Ueno (Professor) c/o Center for English Language Education Communications Office, 1st Floor, Building 51 Faculty of Science and Engineering Waseda University 3-4-1, Okubo, Shinjuku-ku, Tokyo 169-8555, Japan Email: yueno@waseda.jp</p>
Web 応募 Web application	不可 Not available

Overview of CELESE Program (Undergraduate)

Academic Courses

Communication Courses

Subject		Classes per week (1 class = 90 minutes)								Credits
		1 st Year		2 nd Year		3 rd Year		4 th Year		
		Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	
Required	Academic Lecture Comprehension 1	1								1
Required	Academic Lecture Comprehension 2		1							1
Required	Communication Strategies 1	1								1
Required	Communication Strategies 2		1							1
Required	Academic Reading 1			1						1
Required	Academic Reading 2				1					1
Required	Concept Building and Discussion 1			1						1
Required	Concept Building and Discussion 2				1					1
Elective	Technical Writing 1					1		1		1
Elective	Technical Writing 2						1		1	1
Elective	Technical Presentation (Repeated in Fall)					1	1	1	1	1
Elective	Special Topics in Functional English					1	1	1	1	1
Total										12

CELESE Course Goals - 1 (Undergraduate)
 Academic Courses

 Communication Courses

Course Name		'Can Do' List of Course Goals
Required	Academic Lecture Comprehension 1	<ul style="list-style-type: none"> ● understand 5-10 min. lectures in English ● take notes of sufficient detail to answer basic comprehension questions about the lecture content ● ask and answer simple questions about the lecture content ● write a one-paragraph-long text as a lecture summary
Required	Academic Lecture Comprehension 2	<ul style="list-style-type: none"> ● understand 10-20 min. lectures in English ● take notes of sufficient detail to write a short summary of the lecture content ● ask and answer detailed questions about the lecture content ● write a multiple-paragraph-long text as a lecture summary
Required	Communication Strategies 1	<ul style="list-style-type: none"> ● develop speaking fluency and accurate pronunciation ● use conversation structures and relevant grammatical knowledge ● ask questions, describe objects, and tell anecdotes ● express opinions on a wide range of scientific and social issues (critical thinking) ● develop a deep knowledge of 2000 word level vocabulary
Required	Communication Strategies 2	<ul style="list-style-type: none"> ● develop speaking fluency and accurate pronunciation ● use conversation structures and relevant grammatical knowledge ● ask challenging questions, describe evidence, and deliver narratives ● express and support opinions on a wide range of scientific and social issues (critical thinking) ● develop a deep knowledge of 2000 word level vocabulary
Required	Academic Reading 1	<ul style="list-style-type: none"> ● understand the mechanics of the reading process ● locate weaknesses in the student's own reading skills and know how to improve these areas ● read and understand a limited range of academic texts ● apply several important reading strategies to extract information from academic texts ● understand a variety of recent issues in science and engineering
Required	Academic Reading 2	<ul style="list-style-type: none"> ● read and understand a wide range of academic texts ● apply a wide variety of reading strategies to understand academic texts at various levels of depth and complexity ● understand a variety of recent issues in science and engineering
Required	Concept Building and Discussion 1	<ul style="list-style-type: none"> ● work in a group and solve simple problems in English with teacher assistance ● present simple findings to an audience in well-formed sentences from a prepared script ● prepare and deliver a convincing speech with comprehensible pronunciation, speed, and intonation ● write three-to-four paragraph reports based on the information discussed/researched ● use vocabulary from the first 2000 words and the academic wordlist effectively ● use internet and library resources to find information on a chosen topic ● understand the concepts related to plagiarism, and include proper source acknowledgement in work produced
Required	Concept Building and Discussion 2	<ul style="list-style-type: none"> ● work in a group and solve simple problems in English with teacher assistance ● present simple findings to an audience in well-formed sentences from a prepared script ● prepare and deliver a convincing speech with comprehensible pronunciation, speed, and intonation ● write three-to-four paragraph reports based on the information discussed/researched ● use vocabulary from the first 2000 words and the academic wordlist effectively ● use internet and library resources to find information on a chosen topic ● understand the concepts related to plagiarism, and include proper source acknowledgement in work produced

CELESE Course Goals - 2 (Undergraduate Program)

Academic Courses

Communication Courses

Course Name		'Can Do' List of Course Goals
Elective	Technical Writing 1	<ul style="list-style-type: none"> ● understand the importance of English in the fields of science and engineering ● understand common problems associated with using technical vocabulary ● use effective strategies to learn technical vocabulary ● identify the audience, purpose, structure, style, and presentation of a technical text ● understand the structure of a typical technical research paper ● use micro and macro level reading strategies to understand research proposals and papers ● understand research journal “instructions for authors” sections ● write the title, introduction, methods, results, and discussion/conclusion sections of a research paper ● write simple and extended definitions ● explain methods and processes ● explain information in figures and tables ● know how to strengthen or weaken the interpretation of research finding through hedging ● understand the importance of references, citations, and avoidance of plagiarism ● follow common conventions for citing and referencing information in a research article
Elective	Technical Writing 2	<ul style="list-style-type: none"> ● understand the importance of English in the fields of science and engineering ● understand common problems associated with using technical vocabulary in specialist fields ● use effective strategies to learn technical vocabulary in specialists fields ● use text analysis tools to identify differences in the audience, purpose, structure, style, and presentation of technical texts in different fields ● identify the structure of technical research papers in specialist fields ● understand research journal “call for papers” and “instructions for authors” sections ● write the title, abstract, introduction, methods, results, discussion/conclusion sections of a research paper in a specialist field ● write simple and extended definitions. ● explain methods and processes ● explain information in figures and tables ● know how to strengthen or weaken the interpretation of research finding through hedging ● understand the importance of references, citations and avoidance of plagiarism ● follow common conventions for citing and referencing information in a research article
Elective	Technical Presentation	<ul style="list-style-type: none"> ● understand the importance of presentations and their inherent problems ● control nerves and deliver a presentation with confidence and authority ● design clear and attractive visual aids ● use popular presentation software packages ● identify the audience, purpose, organization, flow, style, and delivery of presentations ● deliver a presentation from a prepared speech or notes with comprehensible pronunciation and intonation ● use natural-sounding linking phrases and expressions when navigating and explaining presentation content ● understand how to deal with questions from the audience ● learn how to cite and reference presentation resources and data
Elective	Special Topics in Functional English	<ul style="list-style-type: none"> ● learn how to use English for specific, functional purposes, such as standardized test taking, basic mathematics, and MBA study

CELESE Undergraduate Course Descriptions (Summary)

Academic Lecture Comprehension 1 and 2

In these courses, students will develop their academic listening and note-taking skills through study of English lectures of varying lengths. The lectures will focus on a wide range of topics, although emphasis will be on recent developments in science and engineering. In-class activities will include listening to audio recordings of lectures, taking structured notes, asking and answering questions related to the lecture contents, and writing summaries. In addition, related reading is assigned before each lecture. After completing the courses, students should be able to understand English lectures of length between 5 and 15 minutes, summarize them in a few paragraphs, and ask and answer questions regarding their contents.

Communication Strategies 1 and 2

In these courses, students will develop their communication skills through a variety of pair, group, and class activities. Emphasis will be placed on developing speaking and listening fluency, the structure of important communication schema, and communication strategies. In addition, critical thinking skills and learner autonomy will be focused on. After completing the course, students should be able to ask and answer questions, express opinions and support them with evidence, describe objects, tell anecdotes, discuss and debate a wide range of scientific, educational and social topics, and express views with accurate pronunciation, stress, and rhythm.

Academic Reading 1 and 2

In these courses, students will improve their academic reading skills through study and discussion of newspaper, magazine, and journal articles of varying lengths related to important issues in science and engineering. Emphasis will be placed on developing a deep understanding of sentence and text structure, and on developing micro- and macro-reading skills, so that relevant information can be found quickly and effectively, without the need for translation into the native language. Students will be encouraged to move toward English-only activities. They will also be encouraged to read beyond the target texts to gain a deeper understanding of the topics covered. In addition, students are required to master 570 academic words including their meaning and collocations by studying the Academic Word Lists (AWLs) provided by CELESE. Students are expected to spend 1.5 hours out of class on weekly assignments.

Concept Building and Discussion 1 and 2

In these courses, students will build on the communicative strategies they acquired in Communication Strategies 1 and 2 through a series of individual and team activities related to their target field of study. Emphasis will be placed on negotiation, discussion and problem-solving in a group setting, and the language skills needed to gather information from a variety of sources, summarize that information, and present results and conclusions to an audience. After completing the course, students should be able to find information on a topic through library and Internet

sources, discuss this information in a group and present findings with proper source acknowledgment to an audience in well-formed sentences with pronunciation and intonation comprehensible to an international audience.

Technical Writing 1 and 2

In these courses, students will develop the scientific and technical reading and writing skills they need to understand and construct research articles. The course will be divided into two parts.

In Part One of the course, students will learn the basic principles of writing in science and engineering. First, they will consider what research is and how it differs from the study that they will normally do in school or university. They will also learn about the research process and how it is reflected in the writing of a research paper. Next, students will look at six fundamental aspects of writing and learn how they apply to research papers in science and engineering. These are audience, purpose, organization, flow, style, and presentation.

In Part Two of the course, students will plan and carry out a short research project and then write up the results of the project as a research paper. First, students will be guided in choosing a topic to investigate and then instructed on how to narrow the focus of the topic before constructing a working-title. Next, they will learn about the characteristic features of research paper introductions, and see how expert writers summarize previous work using references and citations. Then, the focus will move to the materials and methods section. Here, students will learn how to explain materials, methods, and processes in the correct tense and voice. Next, students will learn how to write up the results and discussion of their research, visualizing data in the form of tables and charts, explaining trends and patterns in their data, and adjusting the strength of their options with hedging devices. Finally, students will learn how to summarize their entire research paper in the form of a short one or two paragraph abstract.

Technical Presentation

In this course, students will develop the oral presentation skills needed to present scientific and technical research findings in their specialist field. The course will be divided into two parts.

In Part One of the course, students will develop the basic strategies they need for preparing and giving an effective presentation in science and engineering. First, they will learn about the importance of presentations and the problems associated with them. Next, they will learn how to design a presentation by considering issues of audience, purpose, organization, flow, and style. Then, students will learn about popular delivery strategies and slide design techniques. They will conclude the section by studying ways to improve their delivery speed, stress, intonation, and pronunciation. At the end of Part One, students are expected to design and give a short five to ten minute oral presentation related to their research interests.

In Part Two of the course, students will focus on the language needed during each part of the presentation (opening, outline, background, materials/methods, results, discussion, summary, and Q&A). By analyzing the language used in a model presentation given at a real-world engineering

conference, students will learn many of the common features of presentation language and develop confidence to deliver their own presentations in English. Students will also practice the target language through a series of short pair and group activities, and work toward a final presentation related to their research interests. At the end of Part Two, students are expected to design and give a five to fifteen minute presentation related to their research interests. Unlike the first presentation, this will be more detailed and will accurately reflect the type of presentation students will need to give at an academic conference.

Special Topics in Functional English

Students will learn how English can be used to achieve specific purposes in a wide variety of fields and disciplines, such as improving scores on standardized tests such as TOEFL and TOEIC, explaining basic mathematical concepts in English, and understanding the English of the MBA.

Resume Summary Table

Complete the following of information based on your current resume.

Name: Date:

Information	Example response	Response
Native or near-native speaker level of English	"yes"/"no"	
Years living in an English speaking country	"0", "3", "5", "over 10", ...	
Completed a Master's degree or equivalent	"MA in Linguistics", ...	
Completed a PhD or equivalent	"no", "PhD in Applied Linguistics", ...	
Area(s) of teaching specialization (if any)	"oral communication", "academic listening", "academic reading", "technical writing", "presentation skills", ...	
Area(s) of research specialization	"applied linguistics", "TEFL/TESL", "theoretical linguistics", "educational psychology", "business English", ...	
Number of years of teaching experience	"0", "2 years as teaching assistant", ...	
Number of published books or textbooks	"0", "1 book about phonetics", "2 university textbooks", ...	
Number of journal papers/Number of refereed journal papers	"10/5", ...	
Number of conference papers and presentations	"0", "3", "5", ...	